

Rhode Island Commerce Corporation
315 Iron Horse Way, Suite 101
Providence, Rhode Island 02908

REQUEST FOR PROPOSAL (RFP)

Anchor Initiative

I. Description of Proposal

The Rhode Island Commerce Corporation (“Commerce Corporation”) seeks to retain one or more vendors (“Consultant”, or “Offeror”) to provide data analytic and consulting services. This document constitutes a Request for Proposal (“RFP”), in a competitive format, from qualified individuals and organizations to these services. This request is an offer by Commerce RI to purchase, in accordance with the terms and conditions of this RFP, the services proposed by the successful Offeror(s), by contract.

The respondents to this RFP shall provide a proposal, in accordance with the terms and conditions set forth herein, to provide all services to Commerce RI as described in the scope of services.

II. Background

Over the last several years, Rhode Island has experienced high unemployment and anemic job creation. Governor Raimondo has made jumpstarting Rhode Island’s economy her top priority, and has directed the Secretary of Commerce and the Commerce Corporation to lead the charge. To spark Rhode Island’s comeback, the General Assembly recently approved a robust set of new economic incentive programs developed and requested by Governor Raimondo. Of specific note are new programs for real estate development, business attraction and business expansion. We have attached a description of the new programs.

As another measure to jumpstart Rhode Island’s economy, the Commerce Corporation has convened a steering committee of anchor institutions and other key stakeholders who are committed to Rhode Island’s future. The group includes:

- Blue Cross & Blue Shield
- Brown University
- Care New England
- City of Providence
- Delta Dental
- Greater Providence Chamber of Commerce
- Johnson & Wales University

- Providence College
- Northern Rhode Island Chamber of Commerce
- Rhode Island Foundation
- Rhode Island School of Design

Over the next couple of weeks, we are expecting several more large employers to join the effort. With the support of Governor Raimondo, the committee has agreed to focus initially on a “Buy Rhode Island” initiative. As a next step, the group has authorized the Commerce Corporation to hire a consultant to inform and help design this initiative. In addition to increasing the amount of goods and services large institutions procure with Rhode Island companies, the goals of the buy initiative are to:

- Create new jobs for Rhode Island residents;
- Start, nurture and grow companies in Rhode Island, including women, minority-owned and other disadvantaged businesses;
- Encourage out-of-state suppliers and customers to relocate or expand in Rhode Island;
- Provide a platform for entrepreneurs and smaller companies to connect with and gain business from larger companies; and
- Improve supply-chain responsiveness and efficiencies within the participating institutions.

III. Scope of Services

The scope of services shall include, but not be limited to the following:

- Gather and analyze present procurement data of up to 10 institutions. (One of the steering committee members has developed a sample data request.-Click here to obtain sample: <https://drive.google.com/open?id=0B4my6hqps6ziaFdKVINyWVdSUlU>)
- We have circulated this request to each steering committee member with the caveat that we may ultimately request different or additional information. Please feel free to delineate how your data request differs from the sample request and why.)
- Identify commodity groups and vendor types that provide the most potential for large institutions to increase their procurement of goods and services in Rhode Island.
- Identify opportunities to increase the procurement of goods and services with early stage companies, and women and minority-owned firms in the state.

- Analyze the existing ability of Rhode Island suppliers to meet increased demand.
- Recommend two options on program design. The design should factor into consideration successful B2B programs in other regions and states (i.e., Michigan Pure Business Connect). The first option should include a decentralized, low-cost approach to implementation and annual maintenance. The second option should assume a more centralized, hands-off approach that can be administered by an existing or new entity. For each option, the Consultant shall estimate the initial and ongoing operating budget.
- Engage members of the steering committee and other potential anchor institutions in the program design and early implementation.
- Build in to the program design consideration for sustainability and capacity of the initiative's components.
- We may decide to PILOT this initiative with the institutions that participate in the steering committee. Therefore, the consultant's recommendation should delineate how to add large employers and any other entity that wishes to procure more goods and services from Rhode Island establishments.
- Conduct individual and group meetings as needed. Be available to pitch this initiative to funding sources and other stakeholders.
- Recommend complementary initiatives. For example, how should existing programs at the Commerce Corporation, including Governor Raimondo's new suite of incentive programs, be incorporated into the effort?
- Calculate the potential economic impact of the recommended scenarios.
- Suggest other tasks that should be performed during the engagement.

The Commerce Corporation invites response from national and out-of-state firms. However, the committee would encourage out-of-state firms to partner with a Rhode Island firm, a faculty member at a Rhode Island university, or a relevant nonprofit research or advocacy organization in the state to assist with all or part of the aforementioned tasks.

IV. Term

We expect the initial assignment to last between three and five months. The consultant may be retained for a longer term at the discretion of the Commerce Corporation and participating anchor institutions.

V. Proposal Format

All proposals shall provide information relating to the elements listed in sufficient detail to allow Commerce Corporation to conduct a selection process. Failure to include any of the following

information may have an adverse impact on the evaluation of a proposal. A submission must at a minimum, include the following elements:

1. Table of contents and a cover letter of the proposal should be included.
2. Provide the name of your company and the name, address and telephone number and email address of a person with whom our office can communicate regarding this RFP.
3. Firm Background: Please provide a summary of your firm. Brochures and marketing materials may be included in an appendix to the proposal.
4. A discussion and justification of the methods proposed to fulfill all of the above Scope of Services.
5. A work plan description shall include a list of project deliverables, in line with the schedule above, including milestones and processes that will be employed to administer the project, the Offeror shall include task assignments of staff members and level of effort for each linked to the cost proposal and project deliverables.
6. Project Team: Please identify the key members of the proposed consultant team who will manage and staff this contract. Specifically, please identify a Principal-in-Charge and a Project Manager for the overall contract. Please provide professional resumes and billing rates for all proposed personnel.
7. Relevant Project Experience: Please provide information on no more than five (5) highly relevant assignments within the past five (5) years. The selected projects should demonstrate the experience of the proposed consultant team with the special purpose uses described in the Scope of Services. Where applicable, please indicate where individual members of the proposed consultant team have worked on the relevant projects.
8. References including client name, address, contact person, telephone number, email, project start and end date, as well as a project description. References should be for similar or related projects that proposed key staff members for this project have worked.
9. Copies of all documentation which demonstrate the firm(s) has the legal ability to perform the services in the State of Rhode Island, described generally heretofore.
10. Certification that a Certificate of Good Standing from the Rhode Island Division of Taxation will be delivered to the Commerce Corporation upon award.
11. A listing of all current and ongoing contracts between any/all firms proposing and the Commerce Corporation or the State of Rhode land.
12. A disclosure of all outstanding financial obligations with the State of Rhode Island for any of the firms included in the proposal.
13. Acknowledgement of a Confidentiality Agreement and Conflict of Interest Affidavit requirements.
14. Please provide a cost proposal as follows:
 - o Information relating to firm's fee structure, including appropriate "rate sheets".

- o A total, maximum price to accomplish all of the work described above.
- o A budget for each category/task/subtask which provides:
 - Labor estimate that correlates to the information provided in Section IV.5. above
 - Non-labor expenses
 - Items not included in the price

VI. Evaluation and Selection Criteria

1. The quality of the proposal and the degree to which it demonstrates the Consultant's approach and full understanding of and the ability to perform the Services to be rendered and the content of the proposal demonstrating the consultant's full understanding of the Project schedule and budget.
2. The Consultant's experience in providing services similar to the Scope of Services on projects similar in nature to that of the Project discussed in this RFP. The quality of those projects will be examined as well, including (without limitation) client satisfaction.
3. The quality of the proposed Consultant Team including (without limitation) the experiential background of the members of the Consultant Team.
4. The Consultant's proposed plans for encouraging participation by Rhode Island business on nonprofit enterprises in connection with the Services.

VII. Notifications

1. Equal Employment Opportunity (RIGL 28-5.1) – 28-5.1-1 Declaration of policy – (a)Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where the State dollar is spent, in employment, public services, grants and financial assistance, and in State licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
2. In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful contractor.
3. The Commerce Corporation reserves the right to consider evaluation criteria other than that listed in this RFP.

VIII. Response Date

Responses to this RFP are due by Tuesday, September 29, 2015 by 4:00pm. Include one (1) electronic (PDF) version and five (5) printed copies of the complete proposal and must be mailed or hand- delivered in a sealed envelope marked:

Rhode Island Commerce Corporation
ATTN: Anchor Consulting Services
315 Iron Horse Way
Suite 101
Providence, RI 02908

The electronic copy (PDF) of the complete proposal can also be submitted to Dan.jennings@commerceri.com. If you have any questions, please email them to the same address or call Dan Jennings at 401-278-9100.

Note: Responses received via electronic submission only may be disqualified.

The Commerce Corporation reserves the right to terminate the Project prior to entering into any negotiated contract with any qualified firm or firms pursuant to this Request for Proposals, and by responding hereto, no firm or firms are vested with any rights in any way whatsoever. The Corporation reserves the right to waive any conditions or modify any provision of this RFP, to negotiate with one or more of the Respondents, to require supplemental statements and information from any Respondents, to establish additional terms and conditions, and to encourage Respondents to work together, if in its judgment it is in the best interest of the Commerce Corporation and the State to do so